

**JOB CLASSIFICATION  
EXECUTIVE ASSISTANT**

**Overview –**

An executive assistant acts as personal secretary and assistant to an official at the assistant secretary or division head level (State Executive Service official).

**Examples of Work -**

- Acts as an intermediary for the Executive, maintaining frequent contacts with public and private executives, professional staff and the general public;
- Interprets administrative decisions and policies to other members of the staff and transmits orders and instructions with the authority of the Executive;
- Interacts with public and private executives, professional staff, and the general public via telephone, Microsoft Outlook email, and in person.
- Obtains material from a variety of sources to be used for speeches, articles, and reports.
- Receives telephone calls and visitors and arranges for appointments and interviews.
- Uses Microsoft Outlook software to schedule meetings and maintain Executive's calendar.
- Maintains important and confidential records, schedules, expense accounts, and office supplies.
- Proofreads outgoing correspondence and reviews records for completeness and accuracy.
- Types manuscripts, correspondence, reports and other documents from corrected copy, rough draft, or oral instruction using Microsoft Office Word.
- Opens, sorts, reads, and distributes incoming correspondence.
- May supervise lower-level clerical employees.

**Knowledge, Skills, and Abilities –**

- Expertise in using Microsoft Office software, including Word and Outlook.
- Knowledge of office practices, procedures and equipment.
- Knowledge of business English, spelling, punctuation and grammar.
- Ability to maintain records and prepare reports.
- Ability to maintain confidentiality of records, reports and other material.
- Ability to deal with officials, the public, and co-workers in a courteous and tactful manner.
- Ability to communicate effectively.

**Education and Experience -**

- Education - Graduation from an accredited high school or possession of a high school equivalency certificate.
- Experience - Five years performing secretarial work or clerical work, including experience providing support to executive level officials.